

Media Jobs:

Teaching:

- Scheduled classes weekly ☺ - library/information skills (over half the day)
- Teaching (out-of the library) book talks, classes on instruction using various media's and technologies (i.e. power point, photo story, software, word, etc.)
- Collaboration with teachers

Run and Manage the library:

- Re-shelving approx. 1000 books a week, and maintaining shelves
- Book inventory
- Updating patron files
- Processing books
- Selection/Ordering library materials
- Cataloging items
- Facilitate check-in/out (when needed)
- Running/delivering and tracking down over dues
- Disposals
- Weeding
- Book repair, re-labeling, etc.
- Coordinate volunteers, training
- Birthday book club management/planning
- Periodical maintenance
- AV inventory and maintenance
- Maintaining catalog site: book reviews, holds, processing, etc.
- VIE books
- Book Fair coordination/planning, etc.
- Setting up and organizing author visits, other literacy events
- Maintain and manage lab issues and equipment (headphones, etc.)
- Maintain and manage the laminator

Tech. Coordinator:

- Prof. Development of Staff
- E-coach meetings
- Trouble shooting- on the spot- printers, laptops, lab, projectors, tablet issues
- Maintaining lab schedules
- Maintaining acceptable use policies (AUP's)
- Help in lab when needed
- Shut down lab, library computers each day